PURPOSE: The Procurement Process course will introduce the student to the PO module of SAP and how to execute system tasks in the related business process.

LEARNING OUTCOMES: Upon completion of this course, employees will be able to:
- Create and Approve Purchase Orders
- Process Vendor and Pricing Records
- Create and Approve Outline Agreements
- Create Requests for Quotation

CONTENT: The course covers PO creation, RFQ and Contract processing from departmental requisitions for goods and services and how to execute the related tasks using SAP.

METHODS: Hands-on computer training following selected lecture/discussion topics and SAP task demonstrations. Post-exercise assessments are conducted to ensure conceptual and task mastery.

LENGTH: 8 hours

AUDIENCE: Purchase Order Creator
Purchase Order Approver
Source & Pricing Maintainer
Outline Agreement Creator
Outline Agreement Approver
Request for Quotation Creator

PREREQUISITES: SAP Navigation Course

CEU CREDITS: Not offered for this course